



"Two roads diverged in a wood, and I -
I took the one less traveled by,
And that has made all the difference."

Robert Frost

*A Brief History of the Formation of
the Kentucky Court of Justice's
Court Designated Worker Program*

APPENDIX C - FORMS, STATISTICS AND LOGS

Juvenile Complaint ☐

Petition ☐

In the interest of _____, a child:

The affiant, _____, says that on

_____, 19____, in _____ County,
Kentucky, the above named juvenile unlawfully: _____

in violation of Kentucky Revised Statute Section _____, Affiant's grounds
of belief as to the commission of this offense are: _____

Said juvenile, born _____, 19____, resides at

_____, telephone: _____. The

juvenile's: mother is _____;
residence _____;
father is _____;
residence _____;
parent with legal custody is: _____.

Any other:

() legal guardian other than a parent;
() nearest known adult relative if no parent or guardian is known or
can be found; or
() person with custody or control of the child;
is _____;
residence _____.

The affiant states that the foregoing allegations are true on information and belief.

Signature, Address and Telephone of Affiant

Sworn to before me this _____ day of _____, 19____.

Name

Title

**PRELIMINARY INQUIRY NOTICE
PUBLIC OFFENSE**

TO: _____

Date: _____

A juvenile public offense complaint of _____
_____ has been filed against _____. A
preliminary inquiry will be held at _____ on _____
_____ at _____ (AM/PM). At that
time the juvenile service officer will either recommend that this charge be
informally resolved without going into court, or recommend that a petition be filed
to take the charge into formal juvenile court.

The parent and child named above may choose to either both attend or
both not attend the preliminary inquiry. If you choose to not attend, the charge
will automatically be set for a formal court hearing on a later date. You both will
be required to attend all formal court hearings.

If you choose to attend the preliminary inquiry, please bring this notice
with you. Your participation in any agreements for informal action will be
voluntary. Anything which you say or do may later be used against you in court.
You have a right to have your attorney attend the preliminary inquiry, and any
later conference. The child has the right to deny the charges, and may ask for a
formal court hearing in which a judge will decide whether the child committed the
offense charged in the complaint. These rights are the child's rights, and cannot be
given up by a parent or guardian.

Please contact the juvenile service officer at _____
if you do not wish to attend the preliminary inquiry, or if you have questions
about this process.

Juvenile Service Officer

**PRELIMINARY INQUIRY HEARING
PUBLIC OFFENSE**

A juvenile public offense complaint of _____
has been filed against _____.

The meeting which is being held today is a preliminary inquiry hearing. The purpose of this hearing is to gather information, and to decide whether to recommend that this charge be informally resolved without going into court, or to recommend that a petition be filed to take the charge into formal juvenile court.

The parent and the above-named child may both choose to either take part or not take part in this preliminary inquiry hearing. If you choose to not take part, the charge will automatically be set for a formal court hearing on a later date. You both will be required to attend all formal court hearings.

You have the following rights in this preliminary inquiry. Your participation in any agreements for informal action must be voluntary. Anything which you say or do may later be used against you in court. You have a right to have your attorney attend this preliminary inquiry hearing, as well as any later conferences. The child has the right to deny the charges, and may ask for a formal court hearing in which a judge will decide whether the child committed the offense charged in the complaint. These rights are the child's rights, and cannot be given up by a parent or guardian.

Please contact me at _____
if you have any further questions about this process.

Date

Juvenile Service Officer

**PRELIMINARY INQUIRY NOTICE
STATUS OFFENSE**

TO: _____

Date: _____

A juvenile status offense complaint of _____
_____ has been filed against _____. A
preliminary inquiry will be held at _____ on
_____ at _____ (AM/PM). At
that time the juvenile service officer will either recommend that this charge be
resolved without going into court, or recommend that a petition be filed to take
the charge into formal juvenile court.

The parent and child named above may choose to either both attend or
both not attend the preliminary inquiry. If you choose to not attend, the charge
will automatically be set for a formal court hearing on a later date. You both will
be required to attend all formal court hearings.

Please contact the juvenile service officer at _____
if you do not wish to attend the preliminary inquiry, or if you have questions
about this process.

Juvenile Service Officer

**PRELIMINARY INQUIRY HEARING
STATUS OFFENSE**

A juvenile status offense complaint of _____
has been filed against _____. The
meeting which is being held today is a preliminary inquiry hearing. The purpose of
this hearing is to gather information, and to decide whether this charge should be
resolved without going into court, or to file a petition to take the charge into
formal juvenile court.

The parent and the above-named child may both choose to either take
part or not take part in this preliminary inquiry hearing. If you choose to not take
part, the charge will automatically be set for a formal court hearing on a later
date. You both will be required to attend all formal court hearings.

Please contact me at _____
if you have any further questions about this process.

Date

Juvenile Service Officer

**SPECIAL REVIEW NOTICE
PUBLIC OFFENSE**

TO: _____

Date: _____

A juvenile public offense complaint was filed on the _____ day of _____, 19____, against a juvenile(s) accused of _____.

A preliminary inquiry has been made by a juvenile service officer in this matter. A recommendation has been made to the county attorney that the case be dealt with through informal action. Informal action may include any one of the following:

- A decision to take no further action in the case.
- Referring the child or the child and parents to a social service agency.
- Entering into a diversion agreement, which shall not last more than six months and which may include:

Restitution;
Public work;
Counseling; or
Other reasonable conditions.

If a diversion agreement is made, the agreement will be supervised by the juvenile service officer. Any juvenile who fails to complete the terms of a diversion agreement may be referred to juvenile court for formal court action.

This letter is to notify you that if you disagree with informal action in this case, you have ten (10) days in which you may ask for a special review by the county attorney. The county attorney will then decide whether the public offense complaint should be referred to formal court or whether the complaint should be dealt with informally. If a special review is not requested by the _____ day of _____, 19____, the juvenile service officer will proceed with informal action.

_____, the county attorney, has his/her office at _____, and can be reached by telephone at _____ (Location).

Juvenile Service Officer

**WAIVER OF SPECIAL REVIEW
PUBLIC OFFENSE**

TO: _____

Date: _____

A preliminary inquiry is made by the juvenile service officer in public offense complaints, to decide whether formal court action is in the best interest of the child. A decision may be made to deal with the complaint through informal action. Informal court action may include any one of the following:

- A decision to take no further action in the case.
- Referring the child or the child and parents to a social service agency.
- Entering into a diversion agreement, which shall not last more than six months and which may include:
 - Restitution;
 - Public work;
 - Counseling; or
 - Other reasonable conditions.

After the juvenile service worker conducts the preliminary inquiry, a recommendation will be given to the county attorney to either proceed with formal court action, or to deal with the matter informally. If the case is dealt with informally and a diversion agreement is made, the agreement will be supervised by the juvenile service officer. Any juvenile who fails to complete the terms of a diversion agreement may be referred for formal court action.

If this waiver is not signed, you will be notified if informal action is recommended. If that happens, and if you disagree with informal action in the case, you will have ten days in which to ask for a special review by the county attorney. The county attorney will decide whether the public offense complaint should be referred to formal court or whether the complaint should be processed informally. If no request for a special review is received, the juvenile service worker will proceed with informal action after the ten days have passed.

Signing this form shows that the complainant, peace officer or victim has read and understands the informal court process and wishes to give up the right to ask for a special review and formal court action in this case.

Complainant/Peace Officer/Victim

Juvenile for whom complaint is filed: _____

Alleged public offense: _____

**NOTICE REGARDING A CONFERENCE
FOR A PUBLIC OFFENSE COMPLAINT**

The preliminary inquiry for the charge of _____
filed against _____ has been completed.
Informal action has been recommended.

A conference will be held at _____ on

(Location)
_____ at _____ (AM/PM) to agree on the
type of informal action to be taken. Informal action may include any one of the
following:.

- A referral to a social service agency.
- Entering into a diversion agreement, which may include:
 - Restitution
 - Public work
 - Counseling
 - Other reasonable conditions.

This agreement may not last more than six months.

- A decision to take no further action in the case.

Without your cooperation in meeting informally, it will become necessary to proceed with formal juvenile court action. **If you fail to appear for this conference a summons will be issued and you will be required to appear in Juvenile Court at which time the District Judge will hear the case and determine what action to take.**

If it is not possible to attend the formal conference at the time stated above, or if you have any questions, contact the juvenile service officer at

_____.

Juvenile Service Officer

Date

DIVERSION AGREEMENT

The following terms of diversion are voluntarily agreed to by

2

This agreement will end on _____, which is not more than six months from the date this agreement is signed.

The child may, at any time, end the agreement and ask for a formal court hearing. If the child completes the terms of diversion, the complaint of _____ will be considered dismissed and cannot be sent to formal court. If the child does not complete the terms of diversion, a meeting will be held with the juvenile service officer and a petition may be filed to take the complaint into formal court before a judge.

Signing this form shows that the child and parent or guardian voluntarily accept these terms of diversion.

Child

Parent or Guardian

Juvenile Service Officer

Date _____

UNSUCCESSFUL DIVERSION AGREEMENT NOTICE

TO: _____

Date: _____

A diversion agreement was made with _____
on _____, based on a complaint of
_____. It appears that the agreement has
not been completed, in that _____

_____.

A meeting will be held at _____
on _____ at _____ (AM/PM) to
discuss non-completion of this agreement with the child and parents or legal
guardian, and to discuss whether a petition based on the complaint should be taken
to formal court. You may, if you wish, bring your attorney to the meeting with
you. If you do not appear at this meeting, or if further action appears to be
necessary after the meeting, a petition will be filed to take the complaint into
formal court before a judge.

You may contact me at _____ if you have any
questions.

Juvenile Service Officer

PUBLIC OFFENSE RECOMMENDATION TO COUNTY ATTORNEY

_____, a child, has been charged with
the public offense(s) of _____. A
preliminary inquiry has been conducted. It is my recommendation that the charge(s):
(check one)

- _____ (a) be referred to formal court; or
_____ (b) proceed with the informal process.

Juvenile Service Officer

County

Date

RECOMMENDATION TO COURT FOR FORMAL COURT ACTION

_____, a child, has been charged with the offenses(s) on the attached complaint/petition(s). A preliminary inquiry has been conducted.

It is my recommendation that the charge(s) be referred to formal court for:

(Check one)

____(a) a formal hearing; or

____(b) informal adjustment.

Juvenile Service Officer

County

Date

District: _____

Month: _____

Date
Completed: _____

JUVENILE SERVICE OFFICER STATISTICS

I. COMPLAINTS

A. PUBLIC OFFENSES

1. Number of public offense cases or potential cases not processed due to circumstances such as the absence of probable cause or complaint being dropped by the complainant. 1. _____
2. Number of public offense cases. 2. _____
3. Number of public offense cases which received the preliminary inquiry notice. 3. _____
4. Number of public offense cases in which a custody order was issued by a Judge. 4. _____

B. STATUS OFFENSES

1. Number of potential cases where no status offense complaint was issued. 1. _____
2. Number of status offense cases. 2. _____
3. Number of status offense cases which received the preliminary inquiry notice. 3. _____
4. Number of status offense cases in which a custody order was issued by a judge. 4. _____

C. DEPENDENCY

1. Number of dependency, abuse or neglect actions sought. 1. _____
2. Number of dependency, abuse or neglect petitions issued for formal court. 2. _____

II. CHILDREN TAKEN INTO CUSTODY BY A PEACE OFFICER

A. PUBLIC OFFENSES

1. Number of cases in which children were taken into custody on public offenses by a peace officer. 1. _____
2. Number of cases in which children were taken into custody by peace officers for public offenses and released prior to contacting JSO. 2. _____
3. Number of cases in which children were taken into custody on public offenses and released by JSO to:
 - a. Parents, guardians or custodians. a. _____
 - b. Other authorized persons or organizations. b. _____
 - c. Emergency shelter care. c. _____

4. Number of cases in which children were taken into custody on public offenses and placed in the booking area of a jail or juvenile detention facility.
5. Number of cases in which children were taken into custody on public offenses and placed in a secure detention cell.
 - a. Number of cases in which children were taken into custody on public offenses, placed in a secure detention cell and released prior to a detention hearing.
 - b. Number of cases in which children were taken into custody on public offenses, placed in a secure detention cell and released by judge at detention hearing.
 - c. Number of cases in which children were taken into custody on public offenses, placed in a secure detention cell, and held in detention by judge at the detention hearing.

4. _____

5. _____

a. _____

b. _____

c. _____

B. STATUS OFFENSES

1. Number of cases in which children were taken into custody on status offenses by peace officers.
2. Number of cases in which children were taken into custody on status offenses and released by JSO to:
 - a. Parents, guardians or custodians.
 - b. Other authorized persons or organizations.
 - c. Emergency shelter care.
3. Number of cases in which children were taken into custody on status offenses and placed in the booking area of a jail or juvenile detention facility.
4. Number of cases in which children were taken into custody on status offenses and placed in a secure detention cell.
 - a. Number of cases in which children were taken into custody on status offenses, placed in a secure detention cell and released prior to a detention hearing.
 - b. Number of cases in which children were taken into custody on status offenses, placed in a secure detention cell and released at detention hearing.
 - c. Number of cases in which children were taken into custody on status offenses, placed in a secure detention cell and held in detention by Judge at detention hearing.

1. _____

a. _____

b. _____

c. _____

3. _____

4. _____

a. _____

b. _____

c. _____

III. PRELIMINARY INQUIRY

A. PUBLIC OFFENSES

1. Number of preliminary inquiries scheduled for public offense cases. 1. _____
2. Number of preliminary inquiries held for public offense cases and resulting in JSO recommendations for formal processing. 2. _____
3. Number of preliminary inquiries held for public offense cases and resulting in JSO recommendations for informal processing. 3. _____
 - a. Number of special reviews held and resulting in petitions. a. _____
 - b. Number of special reviews held and resulting in no petitions. b. _____
 - c. Number of cases having signed waivers for special reviews. c. _____
4. Number of public offense cases the county attorney or Judge referred to formal court. 4. _____
5. Number of public offense cases referred by the Judge from formal court to JSO for informal processing. 5. _____
6. Indicate which one of the following informal processes was pursued:
 - a. No further action. a. _____
 - b. Referral to a social services agency. b. _____
 - c. Public offense diversion agreements. c. _____
 1. Number of diversion agreements successfully completed. 1. _____
 2. Number of diversion agreements not successfully completed, resulting in petitions. 2. _____

B. STATUS OFFENSES

1. Number of preliminary inquiries scheduled for status offense cases. 1. _____
2. Number of preliminary inquiries held for status offense cases and resulting in JSO decisions for formal court processing. 2. _____
3. Number of preliminary inquiries held for status offense cases and resulting in JSO decisions for informal processing. 3. _____
4. Number of status offense cases the county attorney or Judge referred to formal court. 4. _____
5. Number of status offense cases referred by the Judge from formal court to JSO for informal processing. 5. _____

6. Indicate which one of the following informal processes was pursued.

a. No further action.

a. _____

b. Referral to a social services agency.

b. _____

c. Status offense diversion agreement.

c. _____

1. Number of diversion agreements successfully completed.

1. _____

2. Number of diversion agreements not successfully completed.

2. _____

1-1

Months _____

-76-

1-B

Month _____

-77-

1-C

Months

[illegible]

PUBLIC OFFENSE LOG

Monthly

-79-

STATUS OFFENSE LOG

Materials

Released by JSD 10:10

Released by JNO to:

Parents/ Guardians
Other author- ized persons or Organizations
Emergency Shelter
Placed in booking area
Placed in a secure detention cell
Released prior to Detention Hearing
Released at Detention Hearing
Held at Detention Hearing

Comments

[illegible]

District: _____
Month: _____

-81-

3-B

Month _____

Offense(s)

Date of Preliminary

Failed to Appear
Formal Court

350
Decision

350	Decision
Informal	Referred to Court by Co. Atty. or Judge
	Referred by Informal

Referred by Judge from formal Court to JSO	
No further action	

No further action

Education	
Social Services	
Referral	

Referral
Diversion
Agree

Diversion
Agreement

Succo

SUCCESS

No. 5

No Success

Access

Comments:

TOTALS

TRACKING CARD

AOC-JSO-611 (1-84)

Name _____ # _____
Address _____
D. O. B. _____ Telephone _____
Charge _____ C. O. Date _____
P I Date _____ Conference Date _____
Ending Date to Request S. R. _____
S. R. Date _____ Diversion Agreement Ends _____
Unsuccessful Diversion Conference Date _____
Comments:

Name _____

FORMAL COURT-INDICATE DATE AND TYPE OF HEARING

1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

Comments: